



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #06-41

Grade: Journey Band FLSA: Exempt
Salary: \$25,195 - \$85,578 Per Annum
(Locality Pay and LEAP Authorized)

Positions: Multiple Nationwide

Relocation Expenses Will Not Be Paid

Open: 4/6/06 Close: Open Until Filled

*Career Ladder to GS-13 equivalent at management's discretion

Criminal Investigator

FIRST CUT OFF – 4/20/2006

SECOND CUT OFF – 5/8/2006

THIRD CUT OFF – 5/23/2006

The United States Postal Service Office of Inspector General (OIG) is seeking highly qualified applicants to fill multiple Criminal Investigator positions at varying experience levels in various locations. Applicants must demonstrate the potential to conduct Federal criminal, civil and administrative investigations. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress helping the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

MINIMUM QUALIFICATIONS

- Bachelors degree from an accredited college or university, or 4 years of related professional experience, or a combination of education and experience
- Current employment as an 1811 with the United States Postal Inspection Service

In accordance with applicable laws:

- Maintain eligibility to operate motor vehicles
- Be at least 21 years of age and not have reached 37th birthday at the time of initial appointment to law enforcement position
- Have successfully completed the Basic Criminal Investigator Training Course at the Federal Law Enforcement Training Center or equivalent Federal/Postal Service law enforcement academy
- Qualify and maintain authorization to carry firearms including no current or previous domestic violence convictions
- Maintain physical, mental, and emotional standards and requirements necessary to perform law enforcement assignments
- Work unscheduled, irregular hours with the possibility of personal risk
- Must be willing to relocate at the direction of management

EVALUATION FACTORS

Please complete the questionnaire included in this announcement for consideration. The questionnaire addresses key aspects of one's knowledge, skills and ability.

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- Selectee is required to obtain and maintain a Top Secret clearance
- Selectee will be subject to random drug testing
- May require up to 50 percent travel
- Evidence of a physical consistent with Postal Inspection Service requirements

NOTE

- **INTERVIEWS FOR THESE POSITIONS WILL BE CONDUCTED WITHIN 3 WEEKS OF THE CUT OFF DATES OF THE ANNOUNCEMENT**
- **BASE SALARY GUARANTEED**
- **OPEN TO CURRENT INSPECTION SERVICE EMPLOYEES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: Jobs@uspsig.gov OR MAILED TO: USPS-OIG, Human Resources 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT COMPLETE ATTACHED QUESTIONNAIRE WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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Criminal Investigator

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: an OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months) ; must have received at least a contributor or satisfactory level of performance rating; must meet the core and specialized competencies for the position
- Complete attached questionnaire

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

OIG LOCATIONS BEING CONSIDERED

Albuquerque, NM; Anchorage, AK; Arlington, VA; Atlanta, GA; Baltimore, MD; Billings, MT; Boston, MA; Charlotte, NC; Chicago, IL; Cleveland, OH; Columbia, SC; Dallas, TX; Detroit, MI; Hoboken, NJ; Honolulu, HI; Houston, TX; Indianapolis, IN; Jackson, MS; Jacksonville, FL; Long Island, NY; Los Angeles, CA; Memphis, TN; Miami, FL; Norfolk, VA; Phoenix, AZ; Providence, RI; Sacramento, CA; San Antonio, TX; San Francisco, CA; Springfield, MA; St. Paul, MN; Tampa, FL.

****PLEASE SPECIFY THE LOCATION(S) UNDER WHICH YOU WOULD LIKE TO BE CONSIDERED.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women**

FOR ADDITIONAL FACTS AND INFORMATION REGARDING THE UNITED STATES POSTAL SERVICE OFFICE OF INSPECTOR GENERAL PLEASE VISIT OUR WEBSITE: WWW.USPSOIG.GOV

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER



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OFFICE OF INVESTIGATIONS
APPLICANT KNOWLEDGE SKILLS ABILITY & EXPERIENCE
ASSESSMENT
Journey Band Applicant Questionnaire
Personal Information

Name: _____

Current Position: _____

Current Location: _____ Current Salary: _____

(list current step/grade, and breakdown salary by base, LEAP, & locality)

Location(s) being applied for, in order of preference:

(1) _____

(2) _____

(3) _____

Total Years of Law Enforcement Experience: _____

Total Years of Postal Service Experience: _____

Total Years of Postal Inspection Service Experience: _____

Professional Experience

Please provide your current experience level in the following investigative areas.

I. INTERNAL CRIME

	-1 Year	1-3 Yrs.	3-6 Yrs.	6-10 Yrs.	+ 10 Yrs.
Financial Investigations – (FI - employee embezzlement, falsification of timecards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Mail Theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICN – Employee Narcotics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claimant Fraud (FWC – COP, PR, Daily Rolls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Provider Fraud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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II. INTERNAL AFFAIRS - MISCONDUCT

	-1 Year	1-3 Yrs.	3-6 Yrs.	6-10 Yrs.	+ 10 Yrs.
Firearms – Misuse, improper display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Misuse of funds, property or position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Threats in the Workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bribery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. CONTRACT FRAUD

	-1 Year	1-3 Yrs	3-6 Yrs	6-10 Yrs	+ 10 Yrs
Product Substitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid Rigging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Mischarging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defective Pricing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
False Claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. LEGAL EXPERIENCE

	-1 Year	1-3 Yrs	3-6 Yrs	6-10 Yrs	+ 10 Yrs
Grand Jury & trial testimony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subpoenas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Process (MSPB, 650 & Arbitration Hearings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. INVESTIGATIVE EXPERIENCE WITHIN POSTAL ENVIRONMENT

	YES	NO
Processing & Distribution Center (P&DC)	<input type="checkbox"/>	<input type="checkbox"/>
International Service Center (ISC)	<input type="checkbox"/>	<input type="checkbox"/>
Business Mail Entry Unit (BMEU)	<input type="checkbox"/>	<input type="checkbox"/>
Accounting Service Center (ASC)	<input type="checkbox"/>	<input type="checkbox"/>
Mail Processing Facility (MPF)	<input type="checkbox"/>	<input type="checkbox"/>
Air Mail Facility (AMF)	<input type="checkbox"/>	<input type="checkbox"/>
Small Rural Post Office (CAG A-K)	<input type="checkbox"/>	<input type="checkbox"/>
Large Urban Post Office (CAG L-M)	<input type="checkbox"/>	<input type="checkbox"/>



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VI. NARRATIVE

Please provide narrative which best describes your experience as it relates to the following points. Do not exceed one page per topic.

Communications

Provide examples of instances in which you effectively prepared and presented written and oral communications.

Teamwork

Provide examples which illustrate your ability to effectively function within a team with individuals of differing backgrounds, whether internal or external to your organization.



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Current Investigative Work

(No more than one page per response)

Please list your current functional assignment: _____

Provide an overview of your current caseload (number of cases and type) describe the tools you employ to ensure effective management of those cases.

Please provide a summary of any significant investigative case work where you were the case agent, focusing on the FI, FWC, IC areas.



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Education

Graduate Work

Type	Degree	Institution (city and state)

Under Graduate Work

Type	Degree	Institution (city and state)

On the Job Training (not to exceed 2 years)

Include any course where you served as a Subject Matter Expert (SME) and taught part or all of the In-Service course. Under description, please annotate those with SME.

Type	Brief Description	Agency

Applicant's Contact Information:

Work Phone _____ Work Cell _____

Home Phone _____ Personal Cell _____

Immediate Supervisor's Name _____ Phone Number _____

Other reference Name _____ Phone Number _____